

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 25-4

11 May 1962

SUBJECT : TRAINING REPORTS

REFERENCE : OTR Regulation 1-1, Mission and Functions
of the Office of Training

RESCISSOR : OTR Regulation 25-4, 1 November 1960

1. GENERAL

This regulation establishes the policy, assigns responsibilities, and prescribes procedures for preparation and dissemination of written training reports on performance of students in courses conducted by the Office of Training.

2. POLICY

- a. At the conclusion of every course, including tutorial instruction, a training report will be submitted on each student according to procedures outlined in this regulation.
- b. Exceptions to this policy will be Covert Training and any other instruction which the Director of Training may specifically exempt.
- c. Reports will be prepared in accordance with Format A, B, or C, shown as attachments to this regulation.

3. RESPONSIBILITIES

- a. Chiefs of Schools will develop methods of appraising progress of students in courses, will determine the format for reports, and will review all reports before distribution.
- b. Chief Instructors will prepare reports on students in accordance with the instructions and procedures outlined in Paragraph 4.
- c. Chief, Assessment and Evaluation Staff, will maintain OTR's official file of training reports and will answer inquiries on achievement of students in relation to test and assessment data. Reports which comprise only a certification of attendance will not be retained by the A&E Staff and the OTR file copy of clerical training reports will be retained for only two years after completion of the training.
- d. The Registrar will examine reports for compliance with this regulation and will distribute them as prescribed in Paragraph 4d. The Registrar will enter pertinent data regarding satisfactory completion of courses in the Agency Training Record.

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4. PROCEDURES

- a. A report will be prepared on each student officially registered in a course.
- b. Reports will be prepared according to one of the following formats.
 - (1) Format A - is used when certification of attendance only is appropriate and there is no rating of the student's performance.
 - (2) Format B - is used when the student's performance is described only in relation to the over-all objective. It may be used if adjectival ratings are given, if narrative descriptions are used, or if adjectival ratings are combined with narrative descriptions.
 - (3) Format C - is used when performance is described according to course segments, each segment relating to a specific objective. It may be used if adjectival ratings are given, if narrative descriptions are used, or if adjectival ratings are combined with narrative descriptions.
- c. Copies of reports will be submitted as follows:

| | <u>If copy for student</u> | <u>If no copy for student</u> |
|----------------|--------------------------------|-----------------------------------|
| Format A | Original & 3 | Original & 2 |
| Format B and C | Original & 4 | Original & 3 |

- d. Reports will be sent to the Registrar who will forward the original through the DER to the Office of Personnel for its inclusion in the student's official folder. Two copies of the report and the student's copy will be sent by the Registrar to the Training Officer of the student's component. Also, except for Format A reports, one copy will be sent to the Assessment and Evaluation Staff.
- e. Each report will be labeled TRAINING REPORT and in the heading will include:
 - (1) Title of course and sequential number
 - (2) Dates of course
 - (3) Total hours of instruction

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- (4) Part-time or full-time instruction
 - (5) Number of students enrolled
 - (6) Name of student, year of birth, month and year of his entry-on-duty, grade, and sponsoring office.
 - (7) Security classification
- f. Each report will contain an Objectives-Content and Methods Section and an Achievement Record Section.
- (1) The Objectives-Content and Method Section will consist of two parts:
 - (a) Objectives-Content: Concise, concrete statements of intended student accomplishment; that is, the major areas of knowledge, understanding and skills expected of the student at the completion of the instruction. A summary of course subject matter may be included.
 - (b) Methods of instruction: A brief description of the teaching techniques and their proportional emphasis.
 - (2) The Achievement Record Section will vary in accordance with the format of the report:
 - (a) If Format A is used, the Achievement Record Section will read: "This is a certificate of attendance. No record was made of individual performance in the course." The Chief Instructor should note any irregularities in attendance and may comment on such matters as the perceptiveness of questions asked by the student and the nature and extent of the student's participation in class activities.
 - (b) If Format B or C is used, the Achievement Record Section will contain a description of the student's quality of performance. The narrative description will include any of the following factors determined by the Chief Instructor to be of significance.
 1. A statement of the student's competence in accomplishing each major objective or in mastering each major area of subject matter, and of the quality of his work in comparison with that of other students in the course.

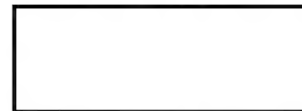
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2. A statement of any specific strengths and limitations the student had in the mastery of objectives and subject matter.
 3. A comment on evidence of the student's attitude toward, and interest in the course.
 4. A notation on the student's attendance, personal background factors or family circumstances which may have affected his performance.
 5. A statement of the method of appraising the student's performance. (This may be used as the introduction to the Achievement Record Section or it may be included in the narrative on the student's performance.)
 6. Adjectival ratings. When used, the definitions in Table A (Page 5) will apply and, wherever feasible, they will be supported by comments. NOTE: Three adjectival ratings will be used: Excellent, Satisfactory and Unsatisfactory. The number of students receiving each will be shown. The individual rating of each student will be indicated by an asterisk. Ratings need not be defined in the report.
- g. If a student does not complete a course, a report of incompleteness will be submitted to the Registrar in an original and four copies. The report will contain the information in Paragraph 4e and a comment on the reason for incompleteness. When the student completes the course requirements, a training report will be submitted in accordance with Paragraph 4b.
- h. The command line, FOR THE DIRECTOR OF TRAINING, will be shown on all reports. The signature of the Chief Instructor and the date of the report will appear below the command line.



MATTHEW BAIRD
Director of Training

25X1

Attachments: Sample Formats (A, B, & C)

Distribution:
OIR - Key 1C

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TABLE A

DEFINITIONS OF ADJECTIVAL RATINGS

| | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EXCELLENT | Student demonstrated unusual competence in achieving the course objectives. His understanding of the course content was unusually thorough and perceptive. Where skills were taught, he developed particularly good facility in their use. |
| SATISFACTORY | Student's achievement of the course objectives was competent. He demonstrated a good understanding of the course content. Where skills were taught, he developed basic facility in their use. |
| UNSATISFACTORY | Student did not demonstrate adequate competence. Although he may have made some progress he fell short of the minimum standards for achievement of the course objectives. |